

Student Name: _____ Business: National Weather Service

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Answer phones to get forecasts		
CD rom METAR training		
CD rom TAF training		
Comet Programs Forecast Progress Marine Metrology Extratropical Cyclone		
Input information into computer		
Look up forecasts		
Learn about Awhips, ASOS, Codes		
Learn symbols for storms, lightning, wind		
Write up TAF's, & TWEB's		
Write up Aviation forecast		

Supervisor Signature _____

Date _____